

**Randolph Field ISD PTO
Board Meeting Agenda
Monday, October 7, 2019, PTO Building**

Call Meeting to Order: 0835

In attendance: Ann Walls, Michelle Wood, Astrid Wisser, Kallie Beinhower, Deanne Acker, Stephanie Hudson, Krista Hunter, Mandy Barnes, Liz Howard

Approval of September Minutes: Deanne made a motion to approve September's minutes, Krista seconded the motion. All in favor, none opposed. Minutes approved.

PTO Board Committee Chair Reports:

Treasurer: Kallie submitted a report. There was a request from the MS for an incentive program they are starting up. Deanne made a motion we give 1/2 of the funds they are requesting \$360, Krista seconded. All in favor, none opposed. Requests for funds must be made using the form found on PTO website and then put in PTO box at ES, MS, or HS. Requests usually take a month since we only meet once/month and must vote on them.

STUCO has until Friday 10/11 to let us know who we write the check to or the money will be put to use elsewhere. Liz will contact them and let them know.

Still debating what to do about the several areas of approved funds from last year that have yet to be claimed. See blue section on report.

Vice President ES: Turkey Bingo donations are slowly coming in, so far we have received:

Raising Cane's gift basket, Nothing Bundt Cakes bundlets, Mod Pizza \$25 GC, Pot-belly 4 person meal, random coupons from O'Charley's, gift basket from Lolli & Pops, and 4 Dallas Cowboys tour passes. We were planning to go to the Outlet mall but I think we will hit the Forum instead.

We have chosen the Elementary grade Silent Auction gift baskets as:

Kinder: Princess/Super Hero

1st: Lego/Nerf

2nd: Science/Texas Sports

3rd: Board games/Crafts

4th: Harry Potter/Movie Night

5th: Spa/Tea or Coffee

The workroom has plenty of volunteers now, it is running great currently.

We may need volunteers for Picture Day, we are waiting to hear from Victoria on that.



Finally, the Book Fair looks amazing! Thank you to Michelle and Marie-Celine and their awesome crew for all their hard work! Mandolin Barnes, ES VP

Vice President MS/HS: We hosted the HS Q & A Session, “Pudding with the Principal” on Friday, Oct. 3rd and had a great turnout. Notes were taken and are posted on PTO sites.

We also decided the workroom only needs 1 volunteer, 2 times/week since there isn't enough work for multiple volunteers.

MS/HS Teacher Appreciation lunch is scheduled for Oct 18th.

Kristi Duffett, MS/HS Vice President

Publicity: Stacy not in attendance. No report submitted.

Spirit Night: September Spirit Night @ Freddy's yielded \$144.00

Spirit Night on October 3rd at Rapid Fired Pizza in Universal City outside main gate from 10:30 am – 10:00 pm was well attended. Will definitely use them again. 12 hours was great!

November 2nd, Saturday event at Chipotle at Forum from 4-9 pm.

New yard signs look great!

Events to be advertised on FB and via flyers and newsletters at each campus.

Krista Hunter/ Spirit Night Coordinator

Webmaster: PTO website updated with the following information:

Added the October spirit night flyer, the signup for Dr. Malone's Q&A, the MS/HS upcoming luncheon.

Added volunteer links on the volunteer tab for the elementary workroom and the MS/HS luncheon.

Biggest job — uploaded and organized all the favorite forms for staff and teachers at all three campuses. Thanks so much to the sunshine chairs who scanned them and sent them to me!

Please continue to send me links that needed to be added for the volunteer tabs. I try to scan our facebook page periodically but may not catch all of them.

Alison White, Webmaster

Yearbook ES: For the 2019-2020 ES Yearbook we are going with Balfour again, but with a new sales representative. I have signed a contract for 270 soft-cover books, 72 pages, full-color, with another custom cover at a cost of \$14.77/book. We are selling the books for \$16/book and there is a \$1 processing fee (Balfour's). The cost of the



books will increase January 1st, 2020 to \$18/book to promote early sales. This year we will be offering Love Lines \$2/each and Grad Ads \$8/each. Love Lines will be available for all grades and Grad Ads limited to 5th graders. The Grad Ads will be designed by the parent/guardian so each will be individual to the student. Need more clarification on how parents do the design.

Cover was designed by a student, the back will be a collage with all who submit a design.

Last year 300 hardcover books were purchased with roughly 50 leftover at the end of the year. However, the year before (2017) we sold 291 books so we decided to sign for 270 this year. We are able to change the order number no later than January 31st, 2020; we will make that decision when the time comes based on how many have been ordered online.

The first payment, 1/3 of the total cost, is due January 10th, 2020, second 1/3 due March 15th, 2020 and remaining due after books are delivered. Delivery date of the yearbooks is set for May 5th, 2020.

My next meeting with the Balfour representative will be October 23rd to check progress.

Ann Walls, Elementary School Yearbook Chair

Membership: 120 teachers joined- 62 (ES) and 58 (MS/HS) • 69 General Members • Members will receive a welcome letter tomorrow thanking them for being part of our team. This letter will reiterate ways to contact each chair, our social media account information and how to set up remind accounts for each school. • All board members received an updated excel spreadsheet this week. This list will be updated monthly and emailed prior to our board meeting. • Thank you to all of the chairpersons who took the time to reach out to members who are interested in volunteering in your area of interest. • There will be (2) Members of the month. I will begin this in November. General members (not teachers) will be added to a drawing. One from the ES and One from the MS/HS will be drawn each month. The member drawn will be highlighted in the newsletter with some information about them. (2) Yard Signs have been ordered for member of the month family name to be added. • Membership packets will be provided for the ES, MS & HS office staff so they have them when parents ask for them. • Membership Monday E-blast on facebook and website was sent to Alison and Astrid yesterday. • Thank you to all of you who have assisted with membership tables when I couldn't be in attendance. • On Wednesday October 16th, RMS Open House, I can set up but can only stay until about 5:15. Astrid said she can assist. Thank you Astrid. Can anyone help Astrid? • All teachers who are members will receive a THANK YOU FOR BEING A PTO MEMBER sign for their classroom doors. Signs will be delivered in the next week or so. • Membership drive Elementary school class compe-



tition. The THANKFUL FOR YOUR MEMBERSHIP competition will begin on Friday November 1st and will be conclude on Friday, November 22nd. The class at the elementary school with the most members will receive a party ~ teacher's choice (pizza/popcorn/popsicle). First class to receive 100% wins even if other classes reach 100% membership. • I will meet with Dr Fox and Mr. Malone to get ideas for MS membership drive. Deanne Acker, Membership

Event Coordinator: Getting together with Mandy, Jennifer, & Jaime for fundraiser support for turkey Bingo. Janice and I will be helping with whatever they need with the Turkey Bingo; Then in December the same girls will be helping us with fundraising support for Madi Gras Bingo.

Amy Lynn Urbina, Janice White, Event Coordinators

Sunshine ES: Our September 18 Baked Potato Luncheon was a huge success! We got lots of positive feedback from staff. Would definitely consider doing another Baked Potato bar in the future. We had a massive amount of extra supplies, could have probably cut toppings requested in half. All extras were donated to the Randolph AFB Fire Dept Firefighters. We had about \$20 left in the budget and made a last-minute call to do a contest with the Mr. Potato Head pieces. This went over very well and got lots of traffic to our PTO Facebook page. One teacher won a \$20 gift card to a restaurant from their favorite things list. ❖ Our first few rounds of staff birthday cards/gifts have gone out (August, September, and October so far). Each teacher gets a card and one small item off their favorite things list (usually their favorite candy bar or snack). It has been relatively easy to keep the average gift around \$1, with just a couple exceptions for people who don't eat candy or snacks. These have still only been in the \$2-3 range. We have received a thank you card or two and the gifts have been well received. ❖ Plan to speak to Dr. Hemenway about a competition for teachers for Halloween (Book Character DressUp day at RES). If approved I would pull from Sunshine budget for a small prize (under \$50, item TBD). ❖ Elementary Sunshine will be pretty quiet (just continuing monthly birthday gifts) until January luncheon. Rachel Anderson, ES Sunshine

Sunshine HS/MS:

Stephanie Hudson 208 598 9008/Shelley Smith 915 861 1365

Old Business

*New personalized birthday cards (200) were ordered, and are arriving soon.

*Sunshine Luncheon Dates are: Oct. 18 confirmed in HS multi-purpose room, and Feb. 14, in the new MS multi-purpose room pending approval.

*Teacher Appreciation Week is TBD.



New Business

- Shelley scanned all the Teacher Favorite lists and sent them to Allison for posting on the PTO website.
- Personal email sent to all PTO members who expressed interest in Sunshine-related volunteering.
- Personal Sign-Up Genius Invite sent to all PTO members who expressed interest in Sunshine-related volunteering.
- August, Sept. and Oct. birthday cards were delivered.
- MS/HS luncheon set on calendar for Oct. 18th. Multipurpose Rm. 120/122 from 10am-2pm. "FALL INTO THE CHIILI SEASON"

Serving begins for MS at 10:45. MS/HS campuses notified and publication in newsletters began. Posters distributed in MS/HS/ and District Office.

- Sign-up Genius for luncheon is live and all items are filling in.
- Need to collect power strips/extension cords for luncheon- believed to be last used for Elem. Book Fair?
- 3 staff members from Crème de la Crème Massage and Wellness Spa will be on-hand to provide free chair massages to faculty/staff during the Fall luncheon. Dr Malone is providing 2 darkened/quiet rooms for this purpose.

Volunteer Coordinator MS/HS: At this time, I have reached out to the MS and HS Principals and their Secretaries on their campus' Volunteer needs for the Fall/ Winter and I have requested that the Instructions on joining the RMS/RHS VolunteerTeam on Remind be added to the weekly bulletin through October for both the MS and the HS. I have created a Sign Up genius for each event that I have received information for. All the Sign Up links are Live and they have been emailed to all parents that had selected willing to volunteer at RMS/RHS from their PTO membership forms. I have copied in Kristi (MS/HS VP) on the emails with the links so that she can post to the Randolph PTO page. There is a full list of all volunteer opportunities currently available at the MS and at the HS with the links on Remind and these .pdf files can be viewed anytime. Via Remind I have generated a scheduled weekly announcement of "Upcoming Volunteer Opportunities" and a scheduled weekly Facebook post in the Randolph AFB Schools group with the same info the parents that have not yet registered for the remind notifications. I have attached the list of all volunteer opportunities for all members of the board needing this information (President, MS/HS VP, Webmaster, and Newsletter) Shanita Bush, MS/HS Volunteer Coordinator

Volunteer Coordinator ES: Carla was not in attendance. No report submitted.



Book Fair: ● Book Fair 9/26 - 10/4 ● 9/25 Setup - Scholastic Rep came to help, and this was an amazing experience ● 9/25 Book Fair Preview for faculty and volunteers ○ This was a great way for new volunteers to meet us and check out the book fair prior to their shift. ○ Volunteers made amazing refreshments ● Family Reading night for K - 2nd 9/26, Book Fair open until 6pm - Most profitable day. ○ Definitely wouldn't have made our goal without an activity like this. ○ Donated \$180 in SD to her event ● eWallet totalled \$701.64 with 28 signups ● online shopping \$100 ● New this book fair - All for books, raised \$146.38 ○ This was rounding up at the register or playing 1 of two games a) pencil pull or b) puffin egg. ○ Till was split between Mrs. Ramos and Mrs. Kennedy, which was chosen randomly ● Sales are being finalized, but it looks like: ○ Total sales \$11970.91, \$600 more than last fall ○ \$1250 in Scholastic Dollars and ○ \$2367.37 in cash ● Volunteers ○ Middle School kids dressed up or escorted as Geronimo Stilton and Clifford, this really added to the excitement of the book fair - highly recommend in the future. ○ The book fair dug out several new faces! ○ Volunteers were awarded about \$190 SD for their support. ● \$313 SD was spent on books for the school, future rewards, and provide extra support to Mrs. Dunn (She lost books in her move and her classroom library was bare) ● New this book fair "fairy money" via SD - \$22. Typically Jaime would save up change for a month and we'd take care of the student overages on books, but it would never be more than \$0.50. This method allowed us to give more, which helps us sell more books instead of turning the kids away. VERY important to have an event at least one evening during Book Fair. Need better marketing. - Marie-Celine Murawski and Michelle Wood

Boxtops: 1. Preparations are almost complete for our first box tops competition for this school year. Letters will go home with all RES students this week announcing the classroom competition which will run from October 9 - 25. The letter will encourage parents to load the new box tops app on their phones to make even more money for our schools, but the contest will only count unexpired "classic" clipped box tops.

2. Email will also go out this week to the twelve PTO members who have volunteered to help with the box tops program asking for their help with the contest this month. Most of the requested help will be needed on October 28th and 29th when we will sort and count the collected box tops. If the PTO room is available on those days, we will plan to meet there for counting.

3. Astrid mentioned that we have leftover ice cream cups for the class that wins the contest. Last year the contest winners received popsicles, popcorn and spirit sticks. This fall we will award ice cream, popcorn and spirit sticks. The second and third place classes will also receive spirit sticks.

4. We will need to place another spirit stick order before our next box tops contest in the spring. Last year we paid \$100 for 250 spirit sticks. More to follow on a proposal for this year's order.

5. We have currently earned \$39.50 this year via the box tops app. Please keep clipping those box tops and loading your receipts via the box tops app!

Stacie Afflerbaugh, Redemptions Chair

Spirit Wear: The shirt sale was a big success. All t-shirts have been delivered. There are extras available for purchase in the front office for people who missed the deadline or for new families who come.

Beth Thompson, Spirit Wear



New Business:

HOSA Trunk or Treat- 10/30 in front of Fine Arts Building. PTO will decorate a trunk- Michelle offered if someone will help her.

Board Member E-Mail Communication-It is important to not send communication to the entire group unless it pertains to the entire group. People receive numerous emails each day and might miss something important if their inbox is filled with reply all conversations.

Scholarship deadline will be firm. Must be a member of PTO to be eligible.

Penguin Patch opens mid-October. Astrid will familiarize herself with it before reaching out to the parents who have already signed up to help.

MS Apex Fun Run is scheduled for next month. They should be contacting us any day.

Mardi Gras Bingo dates need to be settled on ASAP. It will be in February. Waiting for Dr Fox's approval.

Meeting Adjourned: 1028**Next PTO Board Meeting: November 4th, 8:30****October 2019:**

3- Spirit Night @Rapid Fired Pizza

4- Q@A Dr. Malone

7- PTO Meeting

11- MS Extended Luncheon

12- HS Homecoming

14- No School

16- MS Open House

15- MS/HS Picture Day

18-MS/HS Teacher Luncheon

November 2019:

2- Spirit Night @Chipotle

4- PTO Meeting

11- No School

14- Science Night

15- HS/MS Picture Retake

18-22 MS Apex Color Battle

19- Senior Pictures

21- Turkey Bingo

25-29- No School

December 2019:

2-6 MS Apex Color Battle

2- PTO Meeting

5- Spirit Night

12-16 Penguin Patch



18- Polar Express
18- Early Release
19- Jan 6- No School

January 2020:

7- PTO Meeting
9- Spirit Night
15- ES Potluck luncheon
22- HS Senior Picture Retake
23- Academic Night

February 2020:

3- PTO Meeting
6- Spirit Night
14- MS Extended luncheon
14- MS/HS Teacher luncheon
20-28- ES Bookfair
Mardi Gras

March 2020:

2- PTO Meeting
5- Spirit Night
2-6 MS Bookfair (Pending)
6- MS/HS Spring Fling
9-13 No School
17-27 ES Apex Color Run

April 2020:

2- Spirit Night
3- MS Extended luncheon
7-8 STAAR
6 PTO Meeting
10/13 No School
24-30 ES Bookfair BOGO

May 2020:

4- PTO meeting
4-8- Teacher Appreciation Week
8- MS Extended luncheon
8- MS/HS Teacher Luncheon
11-13- STAAR
22- 5th grade graduation
22- 8th grade breakfast/cake
22- Early Release

Respectfully Submitted,



Liz Howard, PTO Secretary 2019-2020

